



Library Advisory Board

Library Board--Minutes

Monday, August 10, 2015 – 7:00 pm

**Conference Room
Smith Public Library
300 Country Club Rd., Bldg. 300
Wylie, Texas 75098**

CALL TO ORDER

Announce the presence of a Quorum.

Members present: Mindy Ayers, Todd Abronowitz, Shirley Burnett, Kenneth Cash, Gerri Washington, Karen Adams, Janice Borland & Rachel Orozco, Board Liaison

Members absent: None.

CITIZENS COMMENTS ON NON-AGENDA ITEMS

Residents may address Board regarding an item that is not listed on the Agenda. Residents must provide their name and address. Board requests that comments be limited to three (3) minutes. In addition, the Board is not allowed to converse, deliberate or take action on any matter presented during citizen participation.

No citizens were present at the meeting.

PRESENTATION

No presentation was given at the meeting.

ACTION ITEMS

The Library Board Minutes of Monday, July 13, 2015 were approved with revisions.

DISCUSSION ITEMS

Collection Development Policy:

Previous discussions were held and it was decided that the numbering system should be changed throughout the document and use bullets instead and this revision has been made.

The following revisions were discussed:

On page 5 under *Criteria for Selection* the following revision was made to paragraph 5 after the first sentence:

All acquisitions do not have to meet all the listed standards but should meet the criteria of suitability of subject and style for the intended audience and present and potential relevance to community needs or

interests. All materials, whether purchased or donated, are evaluated by examining professional reviews and checking against the standards listed below.

On page 7, *Adult Fiction* section is revised as follows:

Fiction is purchased in regular print, large print, audio book format, downloadable audio books and eBooks.

On page 12, the following revisions were made under *In Order to have his/her request considered, the patron must:* *The following has been inserted as Item 2 and the other items have renumbered as follows:*

2. *Have read, seen or heard this material in its entirety.*
3. *Formerly #2.*
4. *Formerly #3.*

It was decided that any reconsideration would be submitted either in person or by mail and not by email. It was also agreed that Library staff won't be given a specific time limit in which to give a response.

On page 13, the *Citizen's Request for Reconsideration of Materials* form is revised as follows:

Delete: *Have you read, seen or heard this material in its entirety.*

Insert: *I hereby affirm that I have read, seen or heard this material in its entirety. A signature line is to be inserted after this statement.*

Revise the signature section on page 14 as follows:

Name, Signature and Address of Requestor:

Print: _____

Signature: _____

Address: _____

The Board Members agreed to table this Policy and approve it at the next Board Meeting after all of the revisions have been made.

Public Access Computer and Wireless Use Policy (formerly Computer Use Policy):

The following revisions were discussed:

On page 1 under *Services Available:*

The end of the last sentence in the first paragraph has been changed from *Library Director* to *library staff*.

The paragraph beginning with *While most valuable information* is being replaced with the following:

The Internet enables access to a wealth of material that is personally, professionally and culturally enriching to individuals of all ages, but it also enables access to material that some may find offensive, disturbing, inaccurate or incomplete.

The availability of information does not constitute endorsement of the content by the Smith Public Library.

On page 2 under *Registration & Time Limits*:

The fourth bullet point has been revised by adding *Minors are ages 17 and under.* to the end of the paragraph.

A new sixth bullet point has been added as follows:

Adults, children and teens must sign in to the computers located in their respective areas of the library.

Page 2 under *Use by Children & Teens*:

The second bullet point has been changed to add: *or teens.* to the end of the sentence.

Immediately following the above revision two new bullet points have been added as follows:

The responsibility for what minors read or view on the Internet rests with parents or guardians.

The public library, unlike schools, does not serve in place of parents in providing constant care and supervision of children as they explore the Internet.

At the top of page 3 a new section *Guest Passes* has been inserted as follows:

Non card holding visitors to the Smith Public Library are allowed one guest pass per day. Guest passes are good for two hours per day. Guest passes are issued only to adult 18 and older.

On page 3 the section titled *Wi Fi* has been changed to *Wireless Access*.

The first bullet point has been revised as follows:

Wireless access is available for library patrons to use with their laptops, tablets and other devices.

The third bullet point has been revised as follows:

The library uses filtering software on its wireless access.

A fifth bullet point has been added as follows:

By choosing to use this service, a patron agrees to abide by the Smith Public Library's Public Access Computer and Wireless Use Policy.

A new section *Laptops and Tablets for In-House Use* has been added as follows:

Electronic Devices are available for check out at the Help Desk in the Adult Services and the Teen Departments.

Devices are available for in-house check-out with a library card.

Only the individual cardholder may check-out e-devices.

Devices may only be checked-out in their respective departments by ages designated by the library staff (Children, Teen, Adult).

Other devices may be available for in-house check-out as they become available and as the library staff deems appropriate.

On page 4 under *User Responsibilities* changes have been made as follows:

The sixth bullet point has been revised as follows:

Downloading and/or installing on the hard drive any software applications from the Internet or from USB, CDROM, or any other application is strictly prohibited.

The seventh bullet point has been revised as follows:

Changing the configuration files of any hardware or software on the library's workstations is strictly prohibited.

The ninth bullet point has been revised as follows:

Assume full responsibility for filing electronic forms. The library is not responsible for hardware or communication failure that might prohibit transactions from completing.

The last paragraph has been revised to begin: *The validity and reliability*

A new section has been added as follows:

Violation of the Internet Use Procedures will result in any or all of the following consequences:

- 1) First offense – Verbal warning with Public Access Computer and Wireless Use Policy.*
- 2) Second offense – Denial of Internet privileges for one month with Public Access Computer and Wireless Use Policy.*
- 3) Third offense – Denial of Internet privileges indefinitely with Public Access Computer and Wireless Use Policy.*

On page 6 a new section has been added as follows:

Violation of Smith Library Public Access Computer and Wireless Use Policy

Violation of any part of the Smith Library Public Access Computer and Wireless Use Policy or failure to use the computer workstations appropriately or responsibly may/will result in the revocation of all computer privileges as determined by the Library Director. Unlawful activities will be referred to the appropriate legal authority and will be dealt with in a serious and appropriate manner.

The Board Members agreed to table this Policy for further discussion until after Rachel has had the City Attorney review the revisions.

STAFF REPORTS

FY15-16 Budget Process:

The budget was submitted to City Council without any changes being made by the City Manager.

Upcoming Special Events:

Storytime, My Very Own Book Club, BeTween Book & Movie Club, Teen Book Club and Wagging Tales are all on break during August.

Booked on Fridays: August 14 & September 11 at 12:00 Noon

Bring your lunch at noon the 2nd Friday of each month for fun reads and light conversation.


- August: Planning Meeting – help plan what we will read.
- September: *Paper Towns* by John Green

Dr. Who Day: August 22 from 11:00 AM to 4:30 PM

Enjoy timey wimey fun with trivia, a cosplay contest, and photo ops with the TARDIS. Contact the Help Desk for a schedule of events.

ADJOURNMENT

Meeting adjourned at 8:16 pm.



Mindy Ayers, Chair

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Date